



APPLICATION FOR EMPLOYMENT

Please submit a separate application for each position applied for.

Position applied for: _____

☐ Full-Time ☐ Part-Time ☐ Casual ☐ Term

PERSONAL INFORMATION

Name _____
Last Name First Name Middle Initial

Mailing Address _____

City/Town _____ Province _____ Postal Code _____

Phone Number _____ Cell Phone Number _____

Email _____

Are you entitled to work in Canada? ☐ Yes ☐ No

Are you presently working with the City of Cold Lake? ☐ Yes ☐ No

If yes, please indicate you Employee number _____ Department _____

Were you previously employed with the City of Cold Lake? ☐ Yes ☐ No

If yes, please indicate you Employee number _____ Department _____

EDUCATION

Have you completed your High School Diploma (Grade 12)? ☐ Yes ☐ No

If no, please indicate your highest level of education you have completed: Grade _____

FORMAL POST SECONDARY EDUCATION (i.e. University, College, Technical or Trade)

Educational Institution	Program	Degree/Diploma/Certificate	Completed	Year
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**ADDITIONAL SKILLS AND QUALIFICATIONS
TRADE CERTIFICATIONS AND PROFESSIONAL DESIGNATIONS**

Name	Licence No.	Prov.	Inter-Prov. No.

TOOLS AND EQUIPMENT SKILLS

Forklift, Bobcat, Sweeper, etc.	Years of Experience

ADDITIONAL TRAINING OR COURSES

Name of Course (i.e.: Foremanship, or Supervisor Training, WHMIS, First Aid etc.)	Level	Year

COMPUTER SOFTWARE/APPLICATION SKILLS

If the position you are applying for requires specific computer skills, please list the application or software

Name of software or application (i.e.: Microsoft Access 97, Word, Excel, SAP, GIS, etc.)	Level	Years of Experience

DRIVER'S LICENCE

Do you possess a valid driver's licence: ☐ Yes ☐ No

If yes, Province: _____ Class: _____

EMPLOYMENT HISTORY

1. Employer _____

Position _____

Dates of Employment from _____/_____/_____ to _____/_____/_____ (yyyy/mm)

Name of Supervisor _____

Duties, Responsibilities and Achievements

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2. Employer _____

Position _____

Dates of Employment from _____/_____/_____ to _____/_____/_____ (yyyy/mm)

Name of Supervisor _____

Duties, Responsibilities and Achievements

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3. Employer _____

Position _____

Dates of Employment from _____/_____/_____ to _____/_____/_____ (yyyy/mm)

Name of Supervisor _____

Duties, Responsibilities and Achievements

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REFERENCES

Please list business/employment associates also personal references who can comment on your occupational qualifications, character and work related performances.

Name	Employer	Phone number	Job Title	Years Known

ADDITIONAL COMMENTS

Please use this space for further comments or information you would like to add.

I authorize the City of Cold Lake to make inquiries concerning my background, character and fitness for employment with the City of Cold Lake. I allow the City of Cold Lake to acquire information about me from the above mentioned individuals to be used to determine me as a fit applicant and to be treated in strict confidence.

Declaration I certify that the information made by me in this application is true and complete. I understand and agree that a false statement may disqualify me from this competition.

Date

Signature

The City of Cold Lake is an equal opportunity employer. This information is being collected under the authority of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine whether the applicant qualifies for a position within the City of Cold Lake. This information will also be used by the City of Cold Lake Human Resources Department.

We thank all applicants for their interest. Only candidates selected will be contacted for interviews. Submit applications to:

(780) 594-4041 (Fax)
humanresources@coldlake.com

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-34804

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.